



STATE OF NEVADA
DEPARTMENT OF BUSINESS AND INDUSTRY
DIVISION OF MORTGAGE LENDING
1830 College Parkway, Suite 100
Carson City, NV 89706
(775) 684-7060 Fax (775) 684-7061
www.mld.nv.gov

**APPLICATION FOR RENEWAL OF ESCROW AGENCY
LICENSE AND CHECKLIST
(Principal Location)**

☐ Escrow Agency

☐ Construction Control Company

Mail to the Division of Mortgage Lending at the above address.

The undersigned hereby makes application to the Commissioner of the Division of Mortgage Lending for renewal of a license to engage in the escrow agency business.

**YOUR LICENSE WILL EXPIRE ON JULY 1. THERE IS NO 'GRACE PERIOD'
FOR LATE RECEIPT OF NON-REFUNDABLE RENEWAL FEES.**

1. Required Items - Checklist:

- ☐ Bank statements evidencing average balance of trust accounts for six months to verify adequacy of bond.
- ☐ Child Support Statement from each natural person with an ownership interest in the company, each person who has the power to direct the management and policy of the company and each escrow agent. (Pursuant to NRS 645A.025, required regardless of any support obligations.)
- ☐ Personal Disclosure Form (including an explanation of "Yes" answers) completed, signed and notarized for each natural person who owns a 25% or more interest in the company, each person who has the power to direct the management and policy of the company and each escrow agent.
- ☐ Non-Personal Disclosure Form (including an explanation of "Yes" answers) completed, signed and notarized, for the company and for each entity that owns a 25% or more interest in the company.
- ☐ Copy of the surety bond required by NRS 645A.041.
- ☐ **\$200.00** non-refundable renewal fee. Make check payable to "Division of Mortgage Lending." We understand that there is an additional 50% non-refundable renewal fee of **\$100.00** should the renewal application not be received by the office of the Division of Mortgage Lending prior to the expiration of the company's license. NRS 645A.040(4)
- ☐ Escrow agencies must provide financial statements within 120 days of fiscal year end. NAC 645A.040(1).
- ☐ Renewal applications will not be processed if the applicant has failed to (i) submit applicable financial statements; and/or (ii) pay all fees, assessments and fines owed.

2. Escrow Company Information:

Name of Escrow Company: _____

License No.: _____

Escrow Company's Address in Nevada: _____
Street Address

City NV State Zip

Phone No.: _____ Fax No.: _____
(Must be a Local Land Line)

E-Mail: _____
(Mandatory)

3. Qualified Employee Information:

Name of Qualified Employee Agent: _____
First Middle Last

Address of Qualified Employee Agent: _____
Street Address

City State Zip

4. Owner Information: (Please complete the following)

Name(s) of Owner(s) of the Escrow Agency	Percentage of Interest Held (Must Equal 100%)
1.	%
2.	%
3.	%
4.	%

5. The current address(es) of the owner(s) of the Escrow Agency:

6. The following are the licensed Escrow Agents operating from the Escrow Agency and are also listed as principals on the Escrow Agency's surety bond:

I, the undersigned, state that I am authorized to sign the within Application for Renewal of Escrow Agency License on behalf of the applicant named herein; that I have read and signed said Application for Renewal of Escrow Agency License and know the contents thereof; and that the statements made therein are true. By signing below, I represent that I have personally completed this Application for Renewal of Escrow Agency License and verified the information contained herein.

APPLICANT'S SIGNATURE:

Name of Escrow Agency: _____

By: _____
Authorized Signatory (Principal or Owner)

Name (print or type)

Title

Date

Subscribed and sworn to before me this ____ day of _____, 20____

Notary public in and for the County of _____, State of _____

My commission expires _____

Notary Signature _____

Notary Seal



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CHILD SUPPORT STATEMENT

You are required to complete this Child Support Statement and return it with your application. **Failure to submit a fully completed and signed Child Support Statement will result in the application for licensing being denied.** (NRS 425.520)

Please check one box:

- ☐ I am **not** subject to a court order for the support of a child.
- ☐ I **am** subject to a court order for the support of one or more children and **am in compliance** with the order or I am in compliance with a plan approved by the District Attorney or other public agency enforcing the order for the repayment of the amount owed pursuant to the order.
- ☐ I **am** subject to a court order for the support of one or more children and **am not in compliance** with the order or a plan approved by the District Attorney or other public agency enforcing the order for the repayment of the amount owed pursuant to the order.

Applicant's Full Legal Name (printed)

Social Security Number

Signature of Applicant

Date



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PERSONAL DISCLOSURE FORM – ESCROW AGENCY
(FOR RENEWAL PURPOSES ONLY)

This Personal Disclosure Form – Escrow Agency (For Renewal Purposes Only) is to be completed by each natural person who owns a 25% or more interest in the company, each person who has the power to direct the management and policy of the company and each escrow agent. Please indicate the natural person for whom this form is being submitted:

- ☐ Person who owns a 25% or more interest in the company
- ☐ Person who has the power to direct the management and policy of the company
- ☐ Escrow agent

Print or type an answer to every question. If a question does not apply, please mark the section N/A for not applicable. If there is not enough space to answer the question sufficiently, continue on the Explanation Form and mark each answer with the corresponding number of the question. However, attachments are only permitted if additional space is needed. Do not misstate or omit any material fact(s). Such statements made herein are subject to verification.

Original or "wet" signatures are required on all Division documents. All pages must be submitted on 8 ½ x 11" paper. White-out and/or correction tape is/are not permitted.

Applicants are advised that this Personal Disclosure Form is an official document and misrepresentations or failure to disclose information requested may be deemed sufficient cause for the denial or revocation of a license.

You are **required** to provide an explanation for 'yes' answers to the questions below. Include the date, charge, agency, location, disposition and explanation, as applicable. Please complete the attached Explanation Form if additional space is needed.

**INACCURACIES OR OMISSIONS MAY RESULT IN DENIAL OR DELAY
IN PROCESSING YOUR APPLICATION**

- a. Have you **ever** been charged, arrested, convicted of, or pled guilty or nolo contendere ("no contest") to any felony or misdemeanor in any domestic, foreign or military court? You must include all convictions, whether sealed or expunged, as well as explanations related to charges which were dismissed, denied, withheld, pled down, or other action taken in your response.

[] Yes [] No

If the answer is "Yes," please explain in detail all charges, arrests, convictions and pleas, including the jurisdictions and dispositions.

- b. Have you **ever** had an administrative action taken by, or entered into any settlement agreement with, any federal, state or local governmental agency, whether in a civil or criminal matter?

☐ Yes ☐ No

If the answer is "Yes," give details:

- c. Have you or any company in which you have ever held an ownership interest (other than an ownership interest in a publicly-traded company) **ever** had conditions placed upon a privileged or professional license or registration, or had a privileged or professional license or registration that was issued in the State of Nevada or any other state, district or territory of the United States or any foreign country denied, suspended or revoked by any local, state, federal or other regulatory entity?

☐ Yes ☐ No

If the answer is "Yes," give details:

- d. Have you within the past 10 years made a compromise with creditors, filed a personal bankruptcy petition or been the subject of a voluntary or involuntary bankruptcy petition for an organization while you exercised control over it or held an ownership interest (other than an ownership interest in a publicly-traded company) in it?

☐ Yes ☐ No

If the answer is "Yes," give details:

- e. Has a bonding company **ever** denied, paid out on, or revoked a bond for you or any company in which you have ever held an ownership interest (other than an ownership interest in a publicly-traded company) or over which you have exercised control?

☐ Yes ☐ No

If the answer is "Yes," give details:

- f. Do you or any company in which you have ever held an ownership interest (other than an ownership interest in a publicly-traded company) or over which you have exercised control have any unsatisfied judgments or liens?

☐ Yes ☐ No

If the answer is "Yes," give details:

- g. Do you have a relative that is or has been associated with the mortgage industry in any state? ("Relative" means a spouse or any other person related within the second degree by blood or marriage.)

☐ Yes ☐ No

If the answer is "Yes," give details:

- h. Have you or any company in which you have ever held an ownership interest (other than an ownership interest in a publicly-traded company) or over which you have exercised control had a civil or criminal record expunged or sealed by a court order?

☐ Yes ☐ No

If the answer is "Yes," give details:

- i. Have you or any company in which you have ever held an ownership interest (other than an ownership interest in a publicly-traded company) or over which you have exercised control been a party to any past or present civil litigation?

☐ Yes ☐ No

If the answer is "Yes," give details:

- j. Within the last 12 months, have you been past due on financial obligations which total more than \$3,000.00?

☐ Yes ☐ No

If the answer is "Yes," give details:

- k. Are you subject to any pending regulatory action in the State of Nevada or any other state?

☐ Yes ☐ No

If the answer is "Yes," give details:

- l. Are you subject to any pending actions that could result in a 'yes' answer to any of the above questions?

☐ Yes ☐ No

If the answer is "Yes," give details:

EXPLANATION FORM (Use this form for explanation and additional space needed to answer questions.) Copies of this page can be made if more space is needed.

Question Number	Explanation

BACKGROUND CHECK AUTHORIZATION, RELEASE AND AGREEMENT TO INDEMNIFY

By my signature below, I hereby give to the State of Nevada, its directors, officers, employees, agents and representatives (collectively, "the State") my written consent to obtain credit reports and child support information on me and to conduct criminal history and background checks on me, pursuant to applicable law and/or as the Commissioner of the Division of Mortgage Lending ("the Division"), in his sole discretion, may from time to time deem necessary or appropriate. In connection with the criminal history and background checks on me, I understand that I am required, and agree, to provide to the Division a complete set of fingerprints which the Division will forward to the Department of Public Safety for processing and submission to the Federal Bureau of Investigation for its report.

I have filed with the Division an "application" under Chapter 645A, B, E or F of the Nevada Revised Statutes ("NRS") to be licensed or request for approval as a mortgage banker, mortgage broker, mortgage agent, loan modification consultant, foreclosure consultant, covered service provider, escrow agency, escrow agent, qualified employee or key officer/director/majority owner, as applicable. I understand that I am seeking the granting of a privilege and acknowledge that the burden of providing my qualifications for a favorable determination is at all times on me. I accept any risk of adverse public notice, embarrassment, criticism or other action or financial loss which may result from action with respect to this application.

I do, for myself, my spouse, heirs, executors, administrators, successors and assigns, hereby irrevocably and unconditionally release, remise and forever discharge the Commissioner of the Division, the Division, the State, its boards, divisions, departments, directors, officers, employees, agents, representatives, and all persons acting by, through, under or in concert with any of them, from and against any and all claims, causes of action, damages, demands, debts, judgments, liens, rights, suits, controversies, losses, costs and expenses (including, but not limited to, attorney's fees and costs) (collectively, "claims") of any nature whatsoever, whether known or unknown, suspected or unsuspected, fixed or contingent, in law or equity, which I ever had, now have, may have, or claim to have, arising out of, or in connection with, the within application.

I agree to indemnify and hold harmless the Commissioner of the Division, the Division, the State, its boards, divisions, departments, directors, officers, employees, agents, representatives, and all persons acting by, through, under or in concert with any of them, from and against all claims, damages, losses and expenses (including attorney's fees and costs) arising out of or in connection with the within application.

I, the undersigned, state that I am the person named in the within Personal History Record; that I have read and signed said Personal History Record and know the contents thereof; and that the statements made therein are true. By signing below, I represent that I have personally completed this Personal History Record and verified the information contained therein and have read and agree to the above investigations into my credit history and child support information, and criminal history and background checks.

APPLICANT'S SIGNATURE:

Name of Escrow Agency: _____

By: _____
Authorized Signatory (Principal or Owner)

Name (print or type)

Title

Date

Subscribed and sworn to before me this ____ day of _____, 20 ____

Notary public in and for the County of _____, State of _____

My commission expires _____

Notary Signature _____

Notary Seal



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NON-PERSONAL DISCLOSURE FORM – ESCROW AGENCY
(FOR RENEWAL PURPOSES ONLY)
(Submit For Other Than Natural Persons)

This Non-Personal Disclosure Form – Escrow Agency (For Renewal Purposes Only) (Submit For Other Than Natural Persons) is to be completed by the company and each non-natural person/entity that owns a 25% or more interest in the company. Please indicate for whom this form is being submitted:

- ☐ Applicant/Company
☐ Non-natural person/entity that owns a 25% or more interest in the company

Print or type an answer to every question. If a question does not apply, please mark the section N/A for not applicable. If there is not enough space to answer the question sufficiently, continue on the Explanation Form and mark each answer with the corresponding number of the question. Do not misstate or omit any material fact(s). Such statements made herein are subject to verification. Incomplete applications will be returned.

Original or “wet” signatures are required on all Division documents. All pages must be submitted on 8½ x 11” paper. White-out and/or correction tape is/are not permitted.

Applicants are advised that this Non-Personal Disclosure Form is an official document and misrepresentations or failure to disclose information requested may be deemed sufficient cause for the denial or revocation of a license.

Name of Applicant/Licensed Entity: _____		

List any dba's of the entity if not the corporate name: _____		

License No.: _____	Taxpayer Identification No.: _____	
Address of Principal Place of Business: _____		
Street Address		
City	State	Zip
Telephone No.: _____	E-Mail: _____	
(Must be a Local Land Line)	(Mandatory)	
Fax No.: _____		

- a. Has any owner, officer or director of the applicant **ever** been charged, arrested, convicted of, or pled guilty or nolo contendere ("no contest") to any felony or misdemeanor in any domestic, foreign or military court? You must include all convictions, whether sealed or expunged, as well as explanations related to charges which were dismissed, denied, withheld, pled down, or other action taken in his response.

☐ Yes ☐ No

If the answer is "Yes," please explain in detail all charges, arrests, convictions and pleas, including the jurisdictions and dispositions.

- b. Has the applicant or any company in which the applicant has ever held an ownership interest (other than an ownership interest in a publicly-traded company) or over which the applicant has exercised control **ever** had an administrative action taken by, or entered into any settlement agreement with, any federal, state or local governmental agency, whether in a civil or criminal matter?

☐ Yes ☐ No

If the answer is "Yes," give details:

- c. Has the applicant or any company in which the applicant has ever held an ownership interest (other than an ownership interest in a publicly-traded company) or over which the applicant has exercised control **ever** had conditions placed upon a privileged or professional license or registration, or had a privileged or professional license or registration that was issued in the State of Nevada or any other state, district or territory of the United States or any foreign country denied, suspended or revoked by any local, state, federal or other regulatory entity?

☐ Yes ☐ No

If the answer is "Yes," give details:

- d. Has the applicant within the past 10 years made a compromise with creditors, filed a bankruptcy petition or been the subject of an involuntary bankruptcy petition for an organization while the applicant exercised control over it or held an ownership interest (other than an ownership interest in a publicly-traded company) in it?

☐ Yes ☐ No

If the answer is "Yes," give details:

- e. Has a bonding company **ever** denied, paid out on, or revoked a bond for the applicant or any company in which the applicant is or has ever been an owner or over which the applicant has exercised control?

☐ Yes ☐ No

If the answer is "Yes," give details:

- f. Does the applicant or any company in which the applicant has ever held an ownership interest (other than an ownership interest in a publicly-traded company) or over which the applicant has exercised control have any unsatisfied judgments or liens?

☐ Yes ☐ No

If the answer is "Yes," give details:

- g. Does any owner, officer or director of the applicant have a relative who is or has been associated with the mortgage industry in any state? ("Relative" means a spouse or any other person related within the second degree by blood or marriage.)

☐ Yes ☐ No

If the answer is "Yes," give details:

- h. Has the applicant or any company in which the applicant has ever held an ownership interest (other than an ownership interest in a publicly-traded company) or over which the applicant has exercised control had a civil or criminal record expunged or sealed by a court order?

☐ Yes ☐ No

If the answer is "Yes," give details:

- i. Has the applicant or any company in which the applicant ever held an ownership interest (other than an ownership interest in a publicly-traded company) or over which the applicant has exercised control been a party to any past or present civil litigation?

☐ Yes ☐ No

If the answer is "Yes," give details:

j. Is the applicant subject to any pending regulatory action in the State of Nevada or any other state?

☐ Yes ☐ No

If the answer is "Yes," give details:

k. Is the applicant subject to any pending actions that could result in a 'yes' answer to any of the above questions?

☐ Yes ☐ No

If the answer is "Yes," give details:

EXPLANATION FORM (Use this form for explanation and additional space needed to answer questions.) Copies of this page can be made if more space is needed.

Question Number	Explanation

I, the undersigned, state that I am authorized to sign the within Non-Personal History Record on behalf of the applicant named herein; that I have read and signed this Non-Personal History Record and know the contents thereof and that the statements made therein are true. By signing below, I represent that I have personally completed this Non-Personal History Record and verified the information contained herein.

APPLICANT'S SIGNATURE:

Name of Applicant: _____

By: _____
Authorized Signatory (Owner)

Name (print or type)

Title

Date

Or:

NON-NATURAL PERSON/ENTITY OWNING 25% OR MORE INTEREST IN THE APPLICANT/COMPANY:

Name of Entity: _____

By: _____
Authorized Signatory

Name (print or type)

Title

Date

Subscribed and sworn to before me this ____ day of _____, 20 ____

Notary public in and for the County of _____, State of _____

My commission expires _____

Notary Signature _____

Notary Seal